Adobe Photoshop CS2

USER MANUAL

Multimedia Training Module

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A Note to Users

Before you begin:

Install all of the workshop files on to the computer to be used. These workshop files can be located on the OSCR workshop website, in the same location you downloaded the pdf from.

PHOTOSHOP FOR PRINT MODULE

Some portions of this module are intended to be paired with the "Photoshop for Print" module. When you see information in blue, it should applies to preparing a document for print.

PHOTOSHOP FOR THE WEB

Some portions of this module are intended to be paired with the "Photoshop for the Web" module. When you see information in red, it applies to preparing a document for the web.

INTRODUCTION

- This workshop will familiarize students with Adobe Photoshop CS2, a multipurpose graphics editing package. Users will learn general terminology and the basic functions of this application.
- This is the beginners level workshop. No prior experience with Photoshop is necessary.

TOPICS BEING COVERED

- Basic interface and the toolbars in the program.
- Making and saving a new document.
- How to use layers and history.
- How to use the basic tool such as zoom, pan, brush, select, etc.
- How to create vector shapes and text.

GENERAL TERMINOLOGY

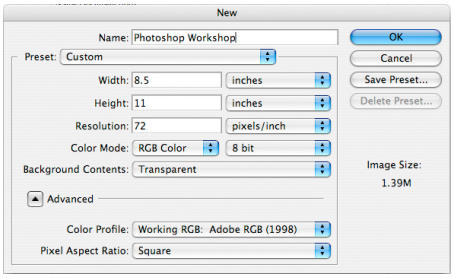
- Raster graphics: raster-based graphics refers to computer images which are defined pixel by pixel, i.e. digital photos or scanned images. This is the format utilized by Photoshop. This is the opposite of a vector-based image, which is defined by mathematical definitions, i.e. line art or flash animations.
- Pixel: A computer monitor displays all information using a grid of colored squares. These squares are called pixels. Photoshop allows you to view an image at many scales - when you see a blocky image you are seeing individual pixels at a larger than normal size.
- Dots Per Inch: referred to as dpi, this measures the level of detail inherent in an image. A computer screen is typically 1/2 to 1/3 a detailed as a printed image.
- Canvas: A canvas is the working space of an image. Typically you will adjust the canvas based on the ultimate destination of your image, i.e. in pixels or inches. Images destined for print should be no less than 150dpi, 300dpi is ideal. The screen is only 72dpi, so you will not appreciate the full detail until the image has been printed. Your screen may be larger or smaller than the destination screen, but it will typically be the same dpi. Pay attention to the overall total number of pixels in an image.

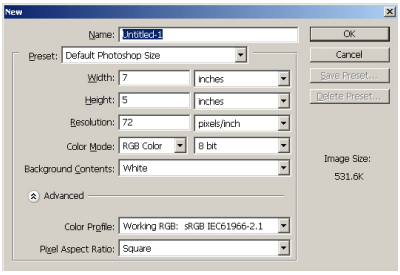
EXERCISE 1: CREATING A NEW DOCUMENT

Task 1- Open Photoshop CS2 and start a new document

Step 1) Locate the Photoshop CS2 icon (multicolored feather over a white background) and click on it to launch the application.
WIN XP: Photoshop can be found in the start menu.
OS X: Photoshop can be found on the dock.

Step 2) In the Menu Bar click **File > New.** This will launch the new document window.





Task 2- Formatting the new document

Step 1) Name the new document using the Name field at the top of the window.
Step 2) Set the width to 8.5 inches using the Width field.
Step 3) Set the height to 11 inches using the Height field.
Step 4) Set the resolution to 150 pixels/inch using the Resolution field.
Step 5) Set the color mode to RGB Color and 8 bit using the Color Mode drop down menu.
Step 6) Set the Background Contents to white using the Background Contents drop down menu.
Step 7) Click OK.

Task 2- Formatting the new document

Step 1) Name the new document using the Name field at the top of the window.
Step 2) Set the width to 640 pixels using the Width field.
Step 3) Set the height to 480 pixels using the Height field.
Step 4) Set the resolution to 72 pixels/inch using the Resolution field.
Step 5) Set the color mode to RGB Color and 8 bit using the Color Mode drop down menu.
Step 6) Set the Background Contents to Transparent using the Background Contents drop down menu.
Step 7) Click OK.

EXERCISE 2: SAVING A FILE

We will now save the file that we've created.

1. Go to the menubar and select **File > Save As...**
2. In the "format" selection bar, make sure to choose the Photoshop format.

Photoshop Format (.psd) - this is the native format, which retains all information and does not utilize compression. Always keep a copy of your images in this format, so that you can edit the work anytime, at its full resolution. However, keep in mind that the .psd format is very large.

3. Now save a copy using the file format appropriate to the given workshop, using **File > Save As...**

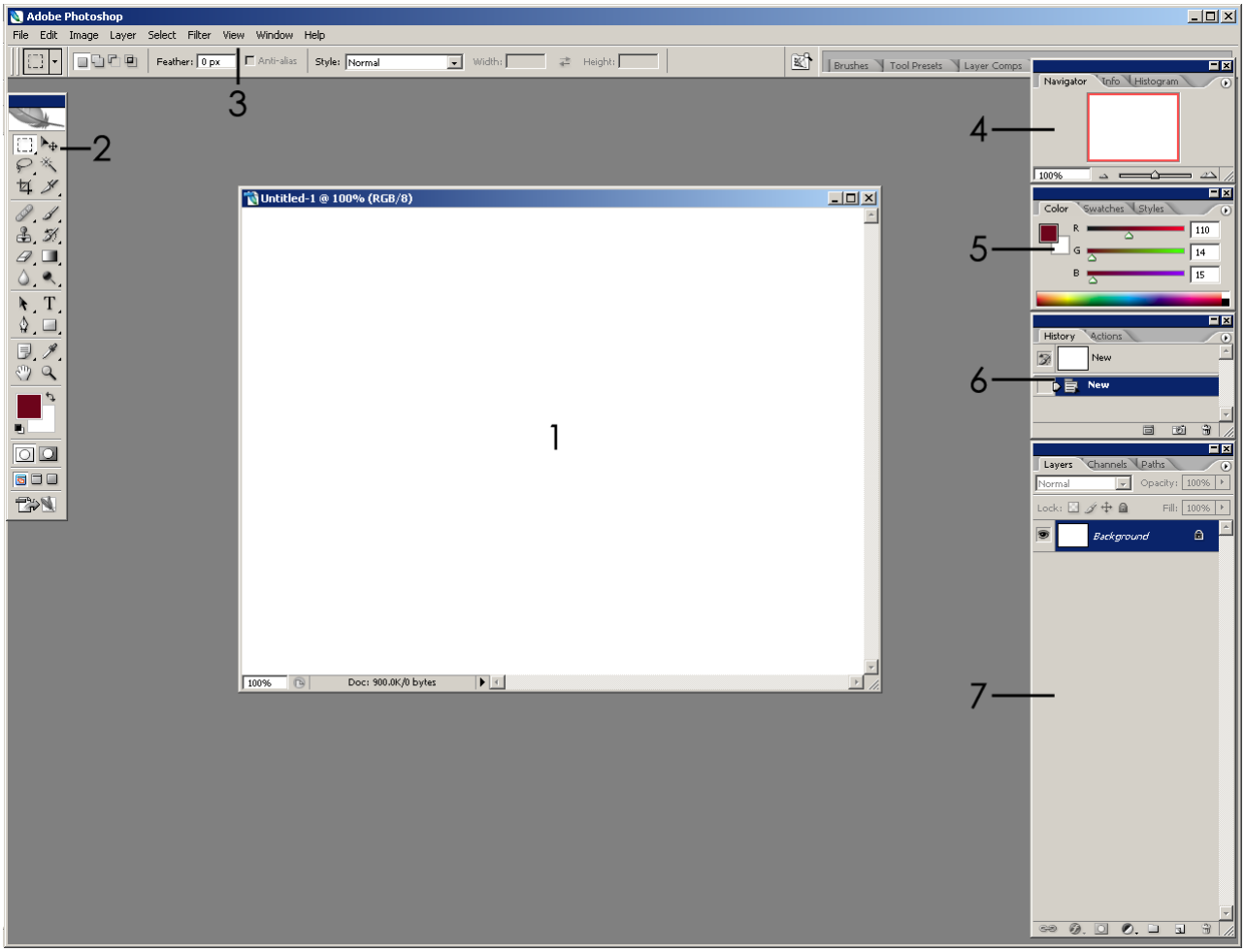
Tagged Image File Format (.tiff) Typically creates larger files than .png or .jpeg, but allows you to retain layer information, while still applying compression.

Joint Photographic Experts Group (.jpg/.jpeg) This format flattens your image and compresses it relative to the level of quality you want to retain, on a scale of 1(worst) to 12(best). .jpeg is a common format for images on the web.

Portable Network Graphics (.png) A relatively new graphics standard, png's do not degrade from multiple saves. By most standards a better format than .gif or .tiff. Also a very common web format, although not as much so as jpeg.

USER INTERFACE

- All of the elements of the interface can be moved and closed independently of each other. The standard windows and their positions can be restored by selecting **Window > Workspace > Reset Palette Locations.**



1 Document Workspace
This is the active image, where all work is done. The window may be resized, and the image can be zoomed in/out.

2 Toolbar
Primary PS functions. The toolbar will be covered in more detail.

3 Tool / Action Options
Shows options available for the currently active tool. Some tools share the same options.

4 Navigator
Shows how much of the image is displayed, and what part of it.

5 Colors
Manual color selection tool. Use sliders or type in values directly.

6 History
Tracks what actions you have taken to provide a list of undo steps.

7 Layers
The primary concept behind Adobe Photoshop is the layers system. We will cover this in great detail.

THE INTERFACE - THE TOOLBAR

1. **Marquee:** isolate a portion of the image for editing. Submenu: single row, single column, and elliptical selectors.
2. **Lasso:** functions as a freeform version of the marquee. Submenu: polygonal and magnetic selectors.
3. **Crop:** remove canvas contents outside the selection area.
4. **Eraser:** remove contents of erased area - the opposite of the brush. Submenu: pattern eraser, magic eraser.
5. **Hand:** pan the image. (adjust the view of the image by clicking and dragging.)
6. **Foreground Color:** this color will be used by the paint bucket and the brush, among others. When you are picking a color you will primarily make the selection in the foreground color.
7. **Background Color:** sets the background color. A non-white color means the eraser will "paint" in that color. Also used by the gradient tool.
8. **Move Tool:** click and drag to move the area within a selection marquee. If no selection is made, the whole active layer is moved.
9. **Magic Wand:** automatically select portions of the image of a similar coloring to the one clicked, based on a set tolerance. Can be contiguous or non-contiguous.
10. **Brush:** make a brush stroke in the foreground color, using predefined and user defined brushes. Submenu: pencil tool, color replacement tool.
11. **Gradient:** creates a gradient pattern, which is a smooth wipe from foreground color to the background color, or a series of wipes between several colors. Submenu: paint bucket.
12. **Horizontal Type:** create a text object in its own layer. Submenu: vertical type, horizontal type mask, vertical type mask.
13. **Rectangle:** create a rectangle object, in the foreground color, on its own layer. Submenu: rounded rectangle, ellipse, polygon, line, custom shape.
14. **Eyedropper:** click on a color in the image to make that the foreground color. Submenu: color sampler, measure.
15. **Zoom:** zoom in or out of the image.

EXERCISE 3: VIEWING THE IMAGE

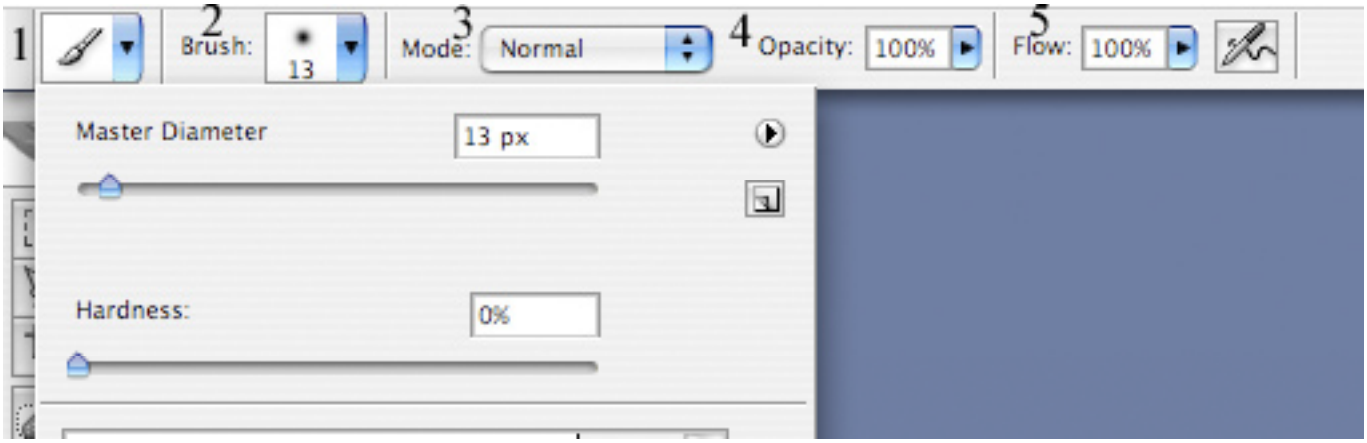
This exercise will cover the basic functions required to properly view your image.

1. Go to the menu and select **File > Open.** Go to the desktop, and open the workshop images folder. In this folder, open the "sedona.jpg" file.
2. The file will open, and you will now be viewing the file at reduced percentage of it's full size. The zoom amount is shown in two places: the titlebar of the image, and in the bottom left hand corner.
3. Find the zoom percentage in the bottom left corner. Select it and replace the existing percentage with 75%. Do not type the % sign.
4. The image is bigger now, but we are not seeing all of it at once. Although you can resize or maximize the image, this will not always work. This is why we use the hand and zoom tool. Pick the hand tool from the toolbar, and use it to move around your image by clicking and dragging.
5. Next select the zoom tool, and click in the window. This will zoom in. Click while holding the alt key, and you will zoom out. Finally, look at the top option bar. Click on "Fit Screen." You now know all the basic viewing functions.

BRUSH TOOL

Brush Tool:

1. **Brush Type**: The User can select the type of brush to use. The 3 main brushes are Brush, Airbrush, and Pencil.
2. **Brush:** The brush selection allows the user to customize the brush type in use. From the drop down menu the user can select the diameter of the brush (its size) and the hardness of the brush (the affect of the fall-off on the edges). The user can also choose from an assortment of presets.
3. **Mode:** Determine how the brush will interact with the layer(s) in the document.
4. **Opacity:** Sets the transparency level of the brush. The higher the opacity the less transparent.
5. **Flow:** Sets the density of the brush. The lighter the flow the lighter the brush stroke will appear.



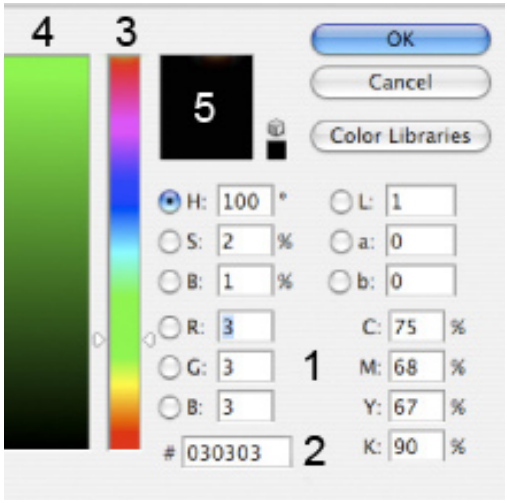
A Note to Users

To access the color picker, locate the main toolbar on the left of the screen. There are two color boxes near the bottom of this toolbar. Click on the frontmost box.

SELECTING COLOR

Color Picker:

1. **RBG Set:** Gives the user control of the setting the specific RGB Color they want ranging from 0-255.
2. **HexCode:** Informs the user of the Hexadecimal key that is corresponds to the color seen. This is useful for transferring colors to web.
3. **Color Spectrum:** changes the overall hue of the color box.
4. **Color Box:** Allows the user to specifically choose a color within a given range that was previously selected from the Color Spectrum.
5. **Color History:** Displays the current and last selected color by splitting the box in half.



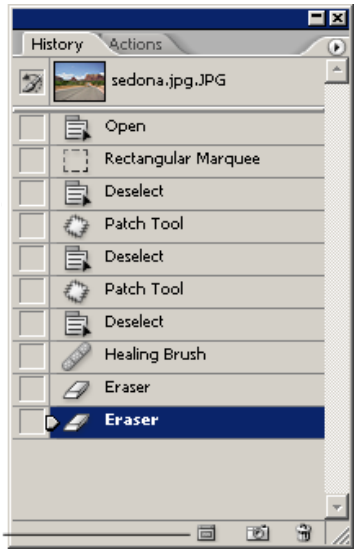
EXERCISE 4: PAINTING WITH A BRUSH

Try painting on your canvas using the brush tool. Experiment with the various settings on the top bar to discover the different modes the brush tool uses.

EXERCISE 5: HISTORY

Now that you have painted all over the image, you can undo this work.

1. Find the history window in the right side of the interface.
2. Scroll upwards and click on one of the brush functions listed in the history.
3. Notice that some of your steps have been undone. Now click on the snapshot that says “sedona.jpg.” at the top. This will return you to the original saved state of the image.

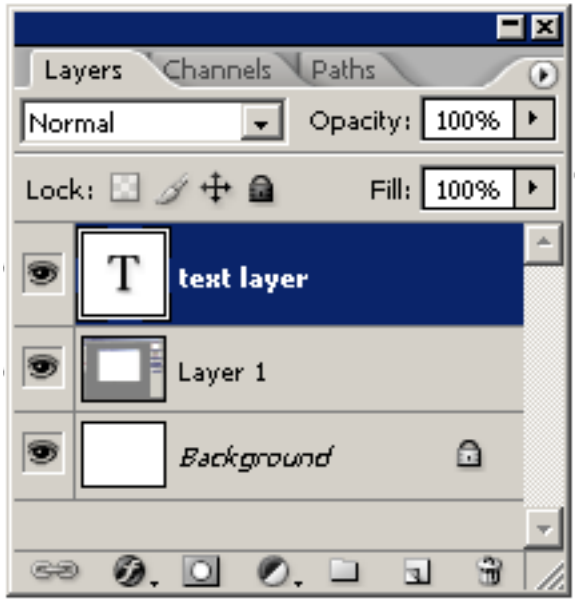


EXERCISE 6: LAYERS AND THE LAYER WINDOW

• *Layers are possibly the most important concept to understand about Adobe Photoshop. A Photoshop image is typically made up of many layers - think of them as sheets of trace paper, piled on top of one another. A layer contains image information which is independent of the other layers in a document, although the layers may interact passively through transparency and blending.*

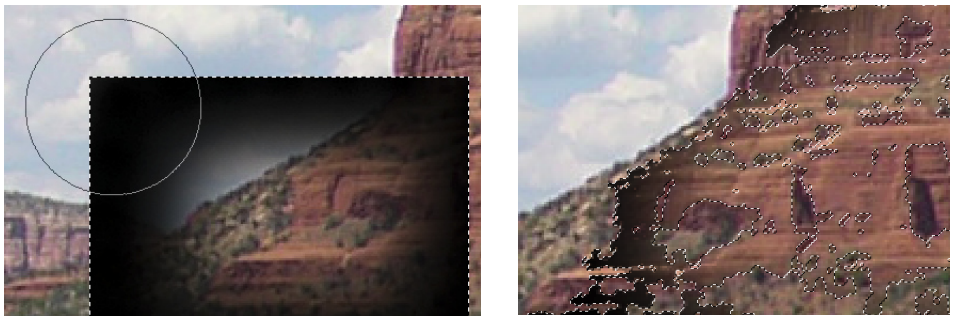
USING LAYERS

1. First, find the layers window in the workspace on the right side.
2. Notice that the sedona.jpg image has its own layer.
3. Now click on the new layer button. (Next to the trash icon on the bottom of the layers window.)
4. Start painting using the brush tool. You'll be painting in the new layer.
5. Now return to the layer window and click on the eyeball next to the new layer. This hides the layer. You'll see your brushstrokes are only in the new layer, and that they disappear.



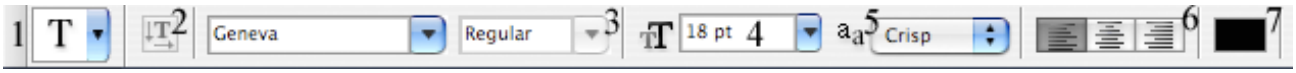
EXERCISE 7: MASKING WITH A SELECTION

Being able to make selections and isolate portions of your document is important to making image editing easier and more effective.



In the above example, one image uses a marquee selection, and the other uses a magic wand selection. A black brush has then been used on the image, to illustrate the function of the selection. When painting while a selection is active, the brush will only apply to the inside of the selection. This is why in the left example, the brush is halfway outside of the selection, but is only affecting the inside of the box.

1. Make a rectangular selection, using the rectangular marquee.
2. Select the brush tool and begin painting. You'll notice that the brush only paints inside of your rectangular selection.
3. Try the same steps again, using the polygonal selection tool instead of the rectangular marquee.



EXERCISE 8: TEXT

1. Select the Text Tool
2. Have the user choose a font, and size.
3. Have the user choose a color for the font.
4. Have the user click on the document to bring up the text cursor and have them type anything.
5. Have them select that text by highlighting it and adjust the Appearance to show them the practical use of the tool.

EXERCISE 9: SHAPES

1. Select the Shape Tool
2. Select Shape Layer
3. Select Rectangle Shape
4. Have the user choose a color
5. Have the user draw a square on the document. Inform the user of how the shape is being applied to the layers.
6. Have the user change the Shape Interactions and draw 1 square for each interaction to show them a particle use of the tool.
7. Have the user create a new layer.
8. Have the user choose the Fill Pixel style.
9. Have the user play with the Shape Interactions
10. Have the user draw a rectangle and inform them of the changes on the layer palette.

CONCLUSION

In review, here's what we've learned.

How to create and save a new document.
The general interface and basic windows that make up the workspace.
Some of the basic tools on the toolbar.
How the layers palette works.
How to use the history window to undo work.
Making a selection, and the function of the selection for masking.
Using colors and using brushes with those colors.
Creating vector information with text or shapes.

With this basic knowledge, you're on your way to making good use of Photoshop. It's important to remember that you don't need to know every tool or every function to begin working in the program now.